

S-E-C-R-E-T

CODIB-EP-A-6
15 January 1962

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION
Working Group on Emergency Planning

AGENDA

Date: Thursday, 25 January 1962

Time: 1400 hours

Place: 2E62 CIA Headquarters Building

- 1. Approval of Minutes of previous meeting.**
- 2. Review of second draft of Dispersal of Collection of Finished Intelligence. (Being prepared by Chairman)**
- 3. Review of drafts on document handling at relocation sites.**

25X1A



CODIB-EP-M-5
15 January 1962

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Working Group on Emergency Planning

Minutes of the Fifth Meeting, 29 November 1961

PRESENT:

AIR - Maj. Ralph M. Childs
ARMY - Mrs. Beatrice Lofink
NAVY - Lt. Cmdr. William Patterson
STATE - Louis J. Gonzales
CIA - [REDACTED] Chairman

25X1A

1. Approval of Minutes. Minutes of the Fourth Meeting were approved.
2. CER Situation. The Chairman reported that the Office of the Chief Chemical Officer, Department of the Army, had approved his request for permission to reproduce the summary of the CER Situation for deposit in dispersed security locations for possible use in an emergency.
3. Listing of Collections. The draft summary listing of finished intelligence collections located outside of the Washington area, circulated with agenda, was discussed in great detail. The general approach was approved. Each member present suggested a number of changes in phrasing. The Navy member suggested the addition of half a dozen installations that are known to have representative collections of finished intelligence.

25X8

[REDACTED]

Each member agreed to notify the Chairman of further additions and corrections as to the basic draft.

S-E-C-R-E-T

- 2 -

4. Dissemination of Listing. The group endorsed the Chairman's suggestion that the above listing should not receive general dissemination, but that it should be on deposit at each agency's relocation site and at CIA's field offices within the United States.

5. Departmental Statements. The departmental summaries separately prepared will be up-dated to include lists of the major series deposited. The group felt that the summary listing discussed in the preceding paragraphs would not be detailed enough to meet the full needs of the several relocation sites.

6. Drafting Assignment. In connection with the assignments made at the preceding meeting for the preparation of drafts (CODIB-EP-M-4, paragraph 6), the Chairman pointed out that he had incorporated discussions of the departmental documentary collection and dispersal of core collections in the draft summary listing discussed above.

Discussion of the handling of reports in an emergency was deferred until the next meeting.

7. Next Meeting. The next meeting will be held Thursday, 25 January 1962 at 1400 hours in Room 2E62, CIA Headquarters Building.

25X1A


Chairman